

Discretionary Grants

Fall Staff Meeting

August 16-18, 2011

Budget and Application process

- **Project Director disseminates application and budget to LEAs.**
- **LEA completes the budget document by line item.**

Comments required for “orange line items”

Example: 71100/499-Other Charges

- **Budget is reviewed and allowable by Project Director.**
- **Budget is stamped, and PDF'd by grant section.**
- **LEA receives by email the PDF'd budget, reimbursement form, and amendment-ready budget spreadsheet.**

Sample FY12 Discretionary Budget

Submission Date			
FY 2012 NCLB Budget Spreadsheet			
FINAL			
The following represents the individual budgets for federal projects administered under the No Child Left Behind Act (NCLB)			
LEA Name	System Name		
Grant title: McKinney-Vento Homeless Discretionary			
NOTE: ENTER LINES 9-12 FIRST AND THEY WILL AUTOMATICALLY POST ON LINES 24-30. THEN ENTER APPROPRIATION AMOUNTS.		McKinney-Vento Homeless Subfund: 700	
9	FY 2012 Allocation Revenue	0.00	
10	FY 2011 Allocation Revenue (Funds not re-estimated as of 6-30-10)	0.00	
11	FY 2011 Amount Reserved (6-30-10) (Cash on hand)	0.00	
12	Transfers INTO this project		
13			
14	FY 2012 Total Budgeted	0.00	
15			
16	Check: should be zero (revenue minus expenditures)	0.00	
Account Number/ Line Item Number		Allowable Budget Amounts	Comments:
REGULAR INSTRUCTIONAL EDUCATION		McKinney-Vento Homeless Grant	
71100	Line Item Description		
41	71100 / 116 Teachers	0.00	
42	71100 / 117 Career Ladder Program	0.00	
43	71100 / 127 Career Ladder Extended Contracts	0.00	
44	71100 / 128 Homebound Teachers	0.00	
45	71100 / 162 Clerical Personnel	0.00	
46	71100 / 163 Educational Assistants	0.00	
47	71100 / 183 Other Salaries & Wages	0.00	
48	71100 / 195 Certified Substitute Teachers	0.00	
49	71100 / 198 Non-certified Substitute Teachers	0.00	
50	71100 / 201 Social Security	0.00	
51	71100 / 204 State Retirement	0.00	
52	71100 / 206 Life Insurance	0.00	
53	71100 / 207 Medical Insurance	0.00	
54	71100 / 208 Dental Insurance	0.00	
55	71100 / 210 Unemployment Compensation	0.00	
56	71100 / 212 Employer Medicare	0.00	
57	71100 / 299 Other Fringe Benefits	0.00	
58	71100 / 311 Contracts with Other School Systems	0.00	
59	71100 / 330 Operating Lease Payments	0.00	
60	71100 / 336 Maintenance & Repair Services - Equipment	0.00	
61	71100 / 356 Tuition	0.00	
62	71100 / 363 Contracts for Substitute Teachers -Certified	0.00	
63	71100 / 370 Contracts for Substitute Teachers Non-certified	0.00	
64	71100 / 393 Other Contracted Services	0.00	
65	71100 / 423 Instructional Supplies & Materials	0.00	
66	71100 / 443 Textbooks	0.00	
67	71100 / 493 Other Supplies & Materials	0.00	
68	71100 / 535 Fee Waivers	0.00	
69	71100 / 593 Other Charges	0.00	
70	71100 / T22 Regular Instruction Equipment	0.00	
71			
72	Subtotal REGULAR INSTRUCTIONAL EDUCATION	0.00	

LEA Procedures for Discretionary Grant Reimbursement Requests

1. Using the electronic reimbursement spreadsheet (yellow background) received by email, click on the first tab and complete the date range covered by the reimbursement request (Example: 7/1/11-7/31/11).
2. Enter the amount requested by line item on the Appropriation's lines in the center column the spreadsheet.
3. Email the spreadsheet to Rosa Jennings at rosa.jennings@tn.gov.
4. Print the entire form.
5. Have the Chief Financial Officer or Director of Schools and the Federal Programs or Project Director sign and date the form.
6. Mail the completed and signed reimbursement form (3-4 pages) to Rosa Jennings (The address is on the bottom of the reimbursement form).
7. Once the original signed reimbursement form and the electronic email have been received and reviewed, the payment processing will begin.

Account Number	SUPPORT SERVICES/ HEALTH SERVICES	McKinney-Vento Number
Line Item		Number
Header		Refers to Allowable Budget
72120	Line Item Description	
01	72120 121 Office Laptop Program	
02	72120 123 Healthcare Insurance	
03	72120 124 Healthcare Insurance	
04	72120 121 Office Laptop - Healthcare Insurance	
05	72120 120 Mobile Phones	
06	72120 120 Healthcare Insurance	
07	72120 121 Healthcare Insurance	
08	72120 120 Dental Insurance	
09	72120 120 Health Insurance	
10	72120 120 Health Insurance	
11	72120 120 Other Insurance & Charges	
12	72120 121 Health Insurance	
13	72120 120 Health Insurance	
14	72120 120 Health Insurance	
15	72120 120 Health Insurance	
16	72120 120 Health Insurance	
17	72120 120 Health Insurance	
18	72120 120 Health Insurance	
19	72120 120 Health Insurance	
20	72120 120 Health Insurance	
21	72120 120 Health Insurance	
22	72120 120 Health Insurance	
23	72120 120 Health Insurance	
24	72120 120 Health Insurance	
25	72120 120 Health Insurance	
26	72120 120 Health Insurance	
27	72120 120 Health Insurance	
28	72120 120 Health Insurance	
29	72120 120 Health Insurance	
30	72120 120 Health Insurance	
31	72120 120 Health Insurance	
32	72120 120 Health Insurance	
33	72120 120 Health Insurance	
34	72120 120 Health Insurance	
35	72120 120 Health Insurance	
36	72120 120 Health Insurance	
37	72120 120 Health Insurance	
38	72120 120 Health Insurance	
39	72120 120 Health Insurance	
40	72120 120 Health Insurance	
41	72120 120 Health Insurance	
42	72120 120 Health Insurance	
43	72120 120 Health Insurance	
44	72120 120 Health Insurance	
45	72120 120 Health Insurance	
46	72120 120 Health Insurance	
47	72120 120 Health Insurance	
48	72120 120 Health Insurance	
49	72120 120 Health Insurance	
50	72120 120 Health Insurance	
51	72120 120 Health Insurance	
52	72120 120 Health Insurance	
53	72120 120 Health Insurance	
54	72120 120 Health Insurance	
55	72120 120 Health Insurance	
56	72120 120 Health Insurance	
57	72120 120 Health Insurance	
58	72120 120 Health Insurance	
59	72120 120 Health Insurance	
60	72120 120 Health Insurance	
61	72120 120 Health Insurance	
62	72120 120 Health Insurance	
63	72120 120 Health Insurance	
64	72120 120 Health Insurance	
65	72120 120 Health Insurance	
66	72120 120 Health Insurance	
67	72120 120 Health Insurance	
68	72120 120 Health Insurance	
69	72120 120 Health Insurance	
70	72120 120 Health Insurance	
71	72120 120 Health Insurance	
72	72120 120 Health Insurance	
73	72120 120 Health Insurance	
74	72120 120 Health Insurance	
75	72120 120 Health Insurance	
76	72120 120 Health Insurance	
77	72120 120 Health Insurance	
78	72120 120 Health Insurance	
79	72120 120 Health Insurance	
80	72120 120 Health Insurance	
81	72120 120 Health Insurance	
82	72120 120 Health Insurance	
83	72120 120 Health Insurance	
84	72120 120 Health Insurance	
85	72120 120 Health Insurance	
86	72120 120 Health Insurance	
87	72120 120 Health Insurance	
88	72120 120 Health Insurance	
89	72120 120 Health Insurance	
90	72120 120 Health Insurance	
91	72120 120 Health Insurance	
92	72120 120 Health Insurance	
93	72120 120 Health Insurance	
94	72120 120 Health Insurance	
95	72120 120 Health Insurance	
96	72120 120 Health Insurance	
97	72120 120 Health Insurance	
98	72120 120 Health Insurance	
99	72120 120 Health Insurance	
100	72120 120 Health Insurance	

[illegible]

Appropriations		SUPPORT SERVICES/ TRANSPORTATION	McKinney-Vento Homeless Reserved and Allowable Budget	Amount Requested for this time period	McKinney-Vento Homeless Budget Balance (Projected Amount)
Account Number/ Line Item Number	Line Item Description				
72710	Line Item Description				
176	72710 / 105	Supervisor/ Director	0.00	0.00	0.00
177	72710 / 142	Maintenance	0.00	0.00	0.00
178	72710 / 148	Rent Charges	0.00	0.00	0.00
179	72710 / 152	Capital Equipment	0.00	0.00	0.00
180	72710 / 158	Other Salaries & Wages	0.00	0.00	0.00
181	72710 / 166	Employee Training	0.00	0.00	0.00
182	72710 / 251	Bookie Security	0.00	0.00	0.00
183	72710 / 254	State Retirement	0.00	0.00	0.00
184	72710 / 265	Life Insurance	0.00	0.00	0.00
185	72710 / 267	Medical Insurance	0.00	0.00	0.00
186	72710 / 268	Health Insurance	0.00	0.00	0.00
187	72710 / 270	Unemployment Compensation	0.00	0.00	0.00
188	72710 / 271	Unemployment Insurance	0.00	0.00	0.00
189	72710 / 286	Other Child Support	0.00	0.00	0.00
190	72710 / 307	Communication	0.00	0.00	0.00
191	72710 / 311	Contracts with Other Agency Stations	0.00	0.00	0.00
192	72710 / 312	Contracts with Private Agencies	0.00	0.00	0.00
193	72710 / 313	Contracts with Parents	0.00	0.00	0.00
194	72710 / 314	Contracts with Public Carriers	0.00	0.00	0.00
195	72710 / 315	Contracts with Vehicle Leases	0.00	0.00	0.00
196	72710 / 316	Security Service	0.00	0.00	0.00
197	72710 / 320	Nonunion Lease Property	0.00	0.00	0.00
198	72710 / 338	Maintenance & Major Vehicle Repairs	0.00	0.00	0.00
199	72710 / 362	Miscellaneous and Other Services	0.00	0.00	0.00
200	72710 / 368	Public Charges	0.00	0.00	0.00
201	72710 / 371	Grants	0.00	0.00	0.00
202	72710 / 375	Other	0.00	0.00	0.00
203	72710 / 386	Other Contracted Services	0.00	0.00	0.00
204	72710 / 472	State Fuel	0.00	0.00	0.00
205	72710 / 474	Governmental Materials/Supplies	0.00	0.00	0.00
206	72710 / 504	Garage Supplies	0.00	0.00	0.00
207	72710 / 525	Insurance	0.00	0.00	0.00
208	72710 / 542	Utilities	0.00	0.00	0.00
209	72710 / 550	Food & Lodging	0.00	0.00	0.00
210	72710 / 551	Telephone Costs	0.00	0.00	0.00
211	72710 / 566	Other Supplies & Materials	0.00	0.00	0.00
212	72710 / 571	Vehicle & Equipment Insurance	0.00	0.00	0.00
213	72710 / 574	Non-salaried Leadership	0.00	0.00	0.00
214	72710 / 586	Travel Expenses	0.00	0.00	0.00
215	72710 / 617	Administrative Expenses	0.00	0.00	0.00
216	72710 / 708	Unemployment Insurance	0.00	0.00	0.00
217					
	Subtotal TRANSPORTATION		0.00	0.00	0.00
Appropriations					
Account Number/ Line Item Number	OTHER USES/ TRANSFERS OUT AND INDIRECT COST	McKinney-Vento Homeless Reserved and Allowable Budget	Amount Requested for this time period	McKinney-Vento Homeless Budget Balance (Projected Amount)	
99100	Line Item Description				
223	99100 / 304	Interest Cost	0.00	0.00	0.00
224		Gratuities/ Transfers TO Other Federal Projects (INCLUDING Completed Administration)			
225	99100 / 390	Superannuation (PERS) (Self-project)	0.00	0.00	0.00
226					
227	99100	Subtotal TRANSPORTATION OUT AND INDIRECT COST	0.00	0.00	0.00
228	Total Appropriations	10,000.00	1,357.30	8,642.50	

<p><i>Like Animal Progress? Director Signature or Date</i></p> <p>_____</p> <p><i>Chief Financial Officer Signature and Date</i></p> <p>_____</p>	<p><i>Like Progress and Improvement</i></p> <p>_____ <i>USA House Information Technology Institute Information Library, 1st Floor Nashville, TN 37203-0179</i></p>	<p><i>Like Progress Director's Signature (indicate source of request)</i></p> <p>_____</p>
---	---	--

Animal Grouping Agency: DR 0000 (NCE 340) - (Rev. 12/05) (C) 2006 by the AAEP

Discretionary Amendments

Amendment requirements:

1. Changes within a Budget category/sub-group greater than 10% (either individual change or cumulative changes)
2. Submit amendment-ready form and justification sheet (tab 2) electronically to Rosa Jennings: rosa.jennings@tn.gov and mail the signed copies to Rosa Jennings.
3. Project Directors will review the request and, if approved, SDE will change your budget and reimbursement file.
4. Once an amendment is needed, please do not make any more reimbursement requests until you receive an electronic revised reimbursement form from SDE (by e-mail) with your amended amounts included on it.
5. The amendment changes will be listed on the request #1 tab in the first column and a box indicating that the amendment changes have been entered will be at the top of the budget descriptions. This will change the budget amounts throughout the spreadsheet.

Sample FY12 Discretionary Amendment Budget Spreadsheet

08/15/2011 Submission Date

1 Amendment #

The following represents the individual budgets for federal projects administered under the No Child Left Behind Act (NCLB)

LEA # and Name **001 Sample**

Grant Title **McKinney-Vento Homeless Discretionary**

Includes Amendment #1 chgs. Received 6/25/11

FY12 Discretionary Budget Spreadsheet - Amendment

Title X McKinney-Vento Discretionary Grant

9	FY 2012 Allocation Revenue	10,000.00	
10	FY 2011 Allocation Revenue (Funds not rec'd from state as of 6-30-10)		
11	FY2011 Amount Reserved (6-30-10) (Cash on hand)		
12			
13	FY 2012 Total Budgeted	10,000.00	
14			
15	Check: should be zero (revenue minus expenditures)	0.00	0.00

Appropriations

Account Number/ Line Item Number	REGULAR INSTRUCTIONAL EDUCATION	Title II Immigrant Reviewed and Allowable Budget	Amendment
71100	Line Item Description		
21 71100 / 116	Teachers	0.00	
22 71100 / 117	Career Ladder Program	0.00	
23 71100 / 127	Career Ladder Extended Contracts	0.00	
24 71100 / 128	Homebound Teachers	0.00	
25 71100 / 152	Clerical Personnel	0.00	
26 71100 / 153	Educational Assistants	0.00	
27 71100 / 189	Other Salaries & Wages	0.00	
28 71100 / 195	Certified Substitute Teachers	0.00	
29 71100 / 198	Non-certified Substitute Teachers	0.00	
30 71100 / 201	Social Security	0.00	
31 71100 / 204	State Retirement	0.00	
32 71100 / 206	Life Insurance	0.00	
33 71100 / 207	Medical Insurance	0.00	
34 71100 / 208	Dental Insurance	0.00	
35 71100 / 210	Unemployment Compensation	0.00	
36 71100 / 212	Employer Medicare	0.00	
37 71100 / 299	Other Fringe Benefits	0.00	
38 71100 / 311	Contracts with Other School Systems	0.00	
39 71100 / 330	Operating Lease Payments	0.00	
40 71100 / 336	Maintenance & Repair Services - Equipment	0.00	
41 71100 / 356	Tuition	0.00	
42 71100 / 369	Contracts for Substitute Teachers -Certified	0.00	
43 71100 / 370	Contracts for Substitute Teachers Non-certified	0.00	
44 71100 / 399	Other Contracted Services	0.00	
45 71100 / 429	Instructional Supplies & Materials	0.00	
46 71100 / 449	Textbooks	0.00	
47 71100 / 499	Other Supplies & Materials	0.00	
48 71100 / 535	Fee Waivers	0.00	
49 71100 / 599	Other Charges	0.00	
50 71100 / 722	Regular Instruction Equipment	0.00	

08/15/2011 Period covered by this Reimbursement Request

1 Reimbursement # per NYS11 AMBT #1

The following represents the individual budgets for federal projects administered under the No Child Left Behind Act (NCLB)

LEA # and Name **001 Sample**

Grant Title **Title X, Part C McKinney-Vento Discretionary Grant**

Includes Amendment #1 chgs. Received 6/25/11

FY12 Discretionary Reimbursement Budget Spreadsheet

Title X McKinney-Vento Homeless Discretionary Grant

9	FY 2012 Allocation Revenue	10,000.00
10	FY 2011 Allocation Revenue (Funds not rec'd from state as of 6-30-10)	
11	FY2011 Amount Reserved (6-30-10) (Cash on hand)	
12		
13	FY 2012 Total Budgeted	10,000.00
14		
15	Check: should be zero (revenue minus expenditures)	0.00

Appropriations

Account Number/ Line Item Number	REGULAR INSTRUCTIONAL EDUCATION	McKinney-Vento Homeless Reviewed and Allowable Budget	Amount Requested for this time period	McKinney-Vento Homeless Budget Balance (Amended Amount)
71100	Line Item Description			
21 71100 / 116	Teachers	0.00		0.00
22 71100 / 117	Career Ladder Program	0.00		0.00
23 71100 / 127	Career Ladder Extended Contracts	0.00		0.00
24 71100 / 128	Homebound Teachers	0.00		0.00
25 71100 / 152	Clerical Personnel	0.00		0.00
26 71100 / 153	Educational Assistants	0.00		0.00
27 71100 / 189	Other Salaries & Wages	0.00		0.00
28 71100 / 195	Certified Substitute Teachers	0.00		0.00
29 71100 / 198	Non-certified Substitute Teachers	0.00		0.00
30 71100 / 201	Social Security	0.00		0.00
31 71100 / 204	State Retirement	0.00		0.00
32 71100 / 206	Life Insurance	0.00		0.00
33 71100 / 207	Medical Insurance	0.00		0.00
34 71100 / 208	Dental Insurance	0.00		0.00
35 71100 / 210	Unemployment Compensation	0.00		0.00
36 71100 / 212	Employer Medicare	0.00		0.00
37 71100 / 299	Other Fringe Benefits	0.00		0.00
38 71100 / 311	Contracts with Other School Systems	0.00		0.00
39 71100 / 330	Operating Lease Payments	0.00		0.00
40 71100 / 336	Maintenance & Repair Services - Equipment	0.00		0.00
41 71100 / 356	Tuition	0.00		0.00
42 71100 / 369	Contracts for Substitute Teachers -Certified	0.00		0.00
43 71100 / 370	Contracts for Substitute Teachers Non-certified	0.00		0.00
44 71100 / 399	Other Contracted Services	0.00		0.00
45 71100 / 429	Instructional Supplies & Materials	0.00		0.00
46 71100 / 449	Textbooks	0.00		0.00
47 71100 / 499	Other Supplies & Materials	0.00		0.00
48 71100 / 535	Fee Waivers	0.00		0.00
49 71100 / 599	Other Charges	0.00		0.00
50 71100 / 722	Regular Instruction Equipment	0.00		0.00
71100	SUBTOTAL REGULAR INSTRUCTIONAL EDUCATION	0.00	0.00	0.00

Appropriations

Account Number/ Line Item Number	SUPPORT SERVICES/ HEALTH SERVICES	McKinney-Vento Homeless Reviewed and Allowable Budget	Amount Requested for this time period	McKinney-Vento Homeless Budget Balance (Amended Amount)
72100	Line Item Description			
51 72100 / 117	Career Ladder Program	0.00		0.00
52 72100 / 127	Career Ladder Extended Contracts	0.00		0.00
53 72100 / 128	Homebound Teachers	0.00		0.00
54 72100 / 152	Clerical Personnel	0.00		0.00
55 72100 / 153	Educational Assistants	0.00		0.00
56 72100 / 189	Other Salaries & Wages	0.00		0.00
57 72100 / 195	Certified Substitute Teachers	0.00		0.00
58 72100 / 198	Non-certified Substitute Teachers	0.00		0.00
59 72100 / 201	Social Security	0.00		0.00
60 72100 / 204	State Retirement	0.00		0.00
61 72100 / 206	Life Insurance	0.00		0.00
62 72100 / 207	Medical Insurance	0.00		0.00
63 72100 / 208	Dental Insurance	0.00		0.00
64 72100 / 210	Unemployment Compensation	0.00		0.00
65 72100 / 212	Employer Medicare	0.00		0.00
66 72100 / 299	Other Fringe Benefits	0.00		0.00
67 72100 / 311	Contracts with Other School Systems	0.00		0.00
68 72100 / 330	Operating Lease Payments	0.00		0.00
69 72100 / 336	Maintenance & Repair Services - Equipment	0.00		0.00
70 72100 / 356	Tuition	0.00		0.00
71 72100 / 369	Contracts for Substitute Teachers -Certified	0.00		0.00
72 72100 / 370	Contracts for Substitute Teachers Non-certified	0.00		0.00

Tab 2-Only one page for one project

ED-5341

INVOICE
 Membership No. :
 A/R Number :
 Group Code :
 Company Name :

COUNTRY
INNS & SUITES

Room No. : 312
 Arrival : 02-17-10
 Departure : 02-19-10
 Page No. : 1 of 1
 Folio No. : 5306
 Conf. No. : 35448417
 Cashier No. : 90393

PRECARD.

13.65%
 13.65%

Purchase
 10 ANNUAL
 10 RIGHTS

Date	Item	02-19-10 00:15:30 AM	Charges	Credits
02-17-10	Room		70.00	
02-17-10	State-Sales Tax 9.25%		6.48	
02-17-10	Occup. Tax-City 2%		1.40	
02-17-10	Occup. Tax-County 5%		3.50	
02-18-10	Room		70.00	
02-18-10	State-Sales Tax 9.25%		6.48	
02-18-10	Occup. Tax-City 2%		1.40	
02-18-10	Occup. Tax-County 5%		3.50	
02-19-10	State-Sales Tax-Adj		-6.48	
02-19-10	no tax		1.40	
02-19-10	State-Sales Tax-Adj		3.50	
02-19-10	no tax		-6.48	
02-19-10	VISA		-6.48	
XXXXXXXXXXXX1727 XXXX				
42010042				
Total			149.80	
Balance			149.80	0.00

Join goldpoints plus today! Enroll in goldpoints plus at a participating hotel front desk or on line at goldpointsplus.com and start earning Gold Points today!

Thank You For Staying With Us

Documentation Requirements

LEA is required to keep detailed documentation within the system to validate each reimbursement request by item.

Samples:

[illegible]

NO!!

Monitoring

LEAs can be monitored both during regularly scheduled monitoring for the LEA

AND/OR

When the LEA is considered a risk due to:

- **Cash Management and CMLA history,**
- **Submission of requests with continual unallowable expenses listed**
- **Other risk-based assessments**